

JOB DESCRIPTION

JOB TITLE: Specialist, Anchor Birth-3
DIVISION: Systems, Research & Develop
DEPARTMENT: B-3 Statewide Project

OFFICE LOCATION: Home

SERVICE AREA: Eastern, Western, & Central
NC

DIRECT SUPERVISOR: Statewide B-3 Project
Manager

CLASSIFICATION: Exempt
HOURS PER WEEK: 40

JOB SUMMARY: The Birth-to-Three Anchor Specialist will assist the Statewide Birth-to-Three Project Management team in developing and managing designated parts of the NC Birth-to-Three Quality Initiative. This position will develop and deliver high quality professional development for the birth-to-three workforce throughout the state and at local, regional and statewide conferences in association with other project staff. This position will also provide support for regional Birth-to-Three Specialists (B3S) by conducting both pre and post observation assessments and by providing high quality professional development and coaching to the regional B3S. Three Anchor Specialists will provide this work across the state.

DUTIES AND RESPONSIBILITIES:

- Deliver high quality professional development events statewide and virtually with a focus on supporting early learning and development in birth-to-three group care for birth-to-three teachers, administrators, and family early care and education providers.
- Develop and manage multiple learning community cohorts.
- Conduct pre and post assessments using ITERS-3 and Infant and Toddler CLASS.
- Monitor, update, and manage the New Infant Toddler Teacher Orientation (NITTO) on DCDEE's Moodle platform.
- Serve on committees as assigned by project management.
- Collaborate with higher education faculty in providing professional development and support for the birth-to-three workforce.
- Train regional specialists in specific areas of expertise within the project.
- Work collaboratively with consultants, technical assistance personnel and local agencies and groups working on birth-to-three issues statewide.
- Work collaboratively with the state team of birth-to-three specialists and project managers to achieve goals of the project and ensure successful evaluation.
- Attend meetings and assist with special projects as directed by the Project Manager.
- Promote awareness of the availability and resources of the B3S to early care and education providers, including family child care homes and intermediary agencies.
- Participate in comprehensive training offered for B3S as directed.
- Participate in a project evaluation plan, including data collection and quarterly reporting.
- Understand NC licensing and programmatic requirements in the early care and education system in North Carolina.
- Treat all information on CCSA clients, employees or Board Members in a confidential manner.
- Additional tasks as assigned.

SPECIAL SKILLS:

- Effective oral and written communication skills with internal and external clients.
- Computer experience; knowledge of or demonstrated ability to learn File Maker Pro, Microsoft Office, Google platform, Moodle LMS, and Zoom.
- Attention to detail with ability to handle large volume of administrative work. Ability to independently manage training cohorts and assessments throughout the state. Ability to prioritize work and travel schedule to balance administrative duties, assessments, learning community development, reporting, and professional development planning.
- Ability to work well with a diverse client population and dedication to promoting diversity, equity, and inclusion.
- Professional appearance and demeanor.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in Early Childhood Education or related field plus or including at least 18 birth to five focused semester hours (EEC Level 11), EEC PD Endorsement; Master's degree preferred (EEC Level 11 or higher) or working toward completion
- Knowledge of and prior use of ITERS
- Ability to obtain or holding Infant and/or Toddler CLASS observer certification
- At least two years of experience in working with children age birth to three and their families or the programs that serve them; Program for Infant Toddler Care (PITC) Trainer Certification or ability to achieve certification; and child care administration experience preferred
- Experience in developing and coordinating projects with multiple staff involvement preferred
- Experience in developing and conducting high quality early childhood professional development opportunities; experience developing and conducting distance learning and facilitation of Communities of Practice (COPs) preferred

SPECIAL WORKING REQUIREMENTS:

- An automobile at their disposal; a valid, non-suspended NC driver's license and a current automobile liability policy with continuous coverage. Reasonable accommodations may be made at agency's discretion.
- Must be able to manipulate and operate office supplies and equipment. Occasionally required to lift up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.
- Travel throughout the assigned region with occasional statewide travel
- No substantiation or criminal conviction of child abuse or neglect
- Requires the need for flexible schedules, including evening and weekend work
- Requires designated workspace with reliable internet connectivity

SALARY RANGE: \$41,942 - \$58,671

Please note that salary range reflect salaries for a full-time employee and must be adjusted for hours fewer than 40.

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